Appendix A, Session Observation Template

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Practical Project Management

PPM Session Observation Notes

Date:

Instructor:

Number of participants:

Instructor	Participants
Example of instructor interaction: *Review the survey and opens the in terms of relevance asks if anyone want to discuss the last survey. Open any form of communication. You may respond in chat or after class. You don't need to address publicly.* *Previews may be confusing, so I will try to revise my approach.*	Example of Participant interaction: *From Participant to Everyone: 05:37 PM* *To chime in, I like the idea of a review for objectives prior to group break outs, maybe going over it twice before sending us to break out rooms.*

Appendix B, Social Presence Code Scheme

Social Presence Coding Scheme		
Category	**Code**	**Definition**
Affective		
	Emotion	Employs conventional expressions of emotion, or unconventional expressions of emotion.
	Humor or sarcasm	Involves teasing, cajoling, irony, understatements and/or sarcasm.
	Paralanguage	Features text outside formal syntax used to convey emotion (e.g., emoticons, punctuation, exclamation, and capitalization).
	Self-Disclosure	Presents details of life outside of class or expresses vulnerability.
Cohesive		
	Additional Resources	Participant provides additional readings, URLs, or other resources to help another participant or the entire group.
	Greeting or Salutations	Uses communication that serves a purely social function: greetings, closures.
	Group References	Addresses the group as we, us, or ours.
	Social Sharing	Shares information relating to their work and/or home life. Also includes phatics.
	Vocatives	Addresses or refers to participants by name
Interaction Intensity		
	Acknowledgement	Quotes or refers directly to others' posts.
	Compliments or Agreement	Compliments others or agrees with the contents of others' messages.
	Disagreement	Responds to others with a respectful, supported disagreement.
	Inquiry	Asks questions of other students or the moderator. Or requests ideas from students without asking questions.

Knowledge & Experience		
	Leadership	Connects directly to the sociocultural framework "extra perspectives" from which everyone could learn.
	Collective Learning	Working at the problem together, and able to construct a solution.
	Extra Perspectives	Open discussions allow for multiple exchanges of ideas to evolve.
	Prior Experiences	Difference in leadership styles based on varied experiences.
Instructor Involvement		
	Activities	Community building "activities" to establish relationships and make social connections
	Critical Analyses	Encourage students to engage in higher order thinking in the online environment.
	Feedback	Instructor helps the student express their thoughts and ideas.
	Encouragement	Asks to hear students' stories and compliments their perspectives and ideas creativity.

Social Presence Coding Scheme is based on the development of (Rourke, Anderson, Garrison, and Archer (1999), Polhemus, Shih & Swan (2001), and Swan (2002) et al., 2002, as cited in Whiteside, A. L. (2015).

Appendix C, Instructor Post-Intervention Interview Guide

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Instructor Post-Intervention Interview Guide

Instructor's Name:

Date:

Interviewed by

Please rate the following questions' degree of effectiveness and or provide a comment.				
Low	Medium Low	Medium	Medium High	High
1. To what extent has assigned teams for the length of the program helped to promote a business-like, collaborative learning environment?				
Low	Medium Low	Medium	Medium High	High
Comment:				
2. To what extent has assigning a task facilitator and note taker/presenter, helped to promote collaborative activities?				
Low	Medium Low	Medium	Medium High	High
Comment:				
3. To what extent are social presence techniques successfully engaging participants?				
Low	Medium Low	Medium	Medium High	High
Comments:				

4. To what extent is the online program meeting the audience learning needs?				
Low	Medium Low	Medium	Medium High	High
Comments:				

5. To what extent do participants collaborate to build and share knowledge with peers?				
Low	Medium Low	Medium	Medium High	High
Comments:				

6. To what extent are sessions' structure and pacing within a manageable timeframe?				
Low	Medium Low	Medium	Medium High	High
Comments:				

7. To what extent are participants effectively locating program materials?				
Low	Medium Low	Medium	Medium High	High
Comments:				

Appendix D, Participant Survey Questions

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Practical Project Management Participant Survey Questions based on Likert rating scale

Based on your experience in this program, please rate the topics described below.

Rating levels of satisfaction:

- Excellent
- Good
- Fair
- Poor
- Not Applicable

Questions:

1. Online Interaction with other Participants
2. Overall Satisfaction of Online Experience
3. Online Interaction with Instructor
4. Overall Satisfaction of this Program